


Sign In to MyCSUDH.edu

1. Open your internet browser (Firefox or Safari are recommended) and sign in to <https://my.csudh.edu> using your network/email Username and Password, if you have not already done so.
2. **Faculty and Staff**—Enter your Network/Email Username and Password. **Student Employees**—Enter your ToroWeb Username and Password.
3. Click the  button.



Maintain Your Personal Information

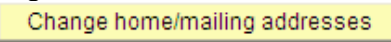
You may view the personal information that is currently on record for you at the University.




1. Select or click the **Employee** tab once you are signed in.
2. Click the **Maintain Personal Information** link.
3. Use the scroll bar to scroll through and review your personal information.

Note: Personal information cannot be directly updated on this page; however, the buttons provided at the end of each section open the appropriate pages where the data may be updated. The information listed under **Employee Information** and **Ethnic Groups** cannot be updated electronically. To request a change to this information, please contact Human Resources Management at 310/243-3771.

To Change Home and Mailing Addresses

Your mailing address is your primary, legal address, and is used for payroll, taxation, and benefits mailings. Since mailing address supersedes home address, pay particular attention to update your mailing address with the appropriate information.

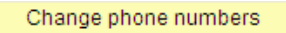
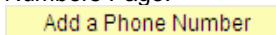


1. On the **View Personal Information Summary Page**, click the  button.

2. On the Home and Mailing Address Page:
 - a. Click on  for the address that you wish to change.
 - b. If you wish to add an address, select Address Type from the drop-down list and click on the  button.
3. Enter/Update appropriate address fields.
 - a. You must complete, at a minimum, the **Address 1, City, State, and Postal (ZIP) Code** fields.
 - b. Enter the remaining address details, as appropriate.
4. Indicate when the address change is to become effective by entering a specific date in the **On This Date** field.
5. Click the  button.

Note: If you enter a future effective date for an address, the new address will not appear online until that date. You will be able to continue to use the **Employee Action Request** form to change your address (this form ONLY changes your mailing address). You must notify any vendors handling your payroll deductions (e.g., 401(k), 403(b), 457, Life Insurance) of address changes directly as they maintain their own personnel records.

To Add/Change/Delete a Phone Number

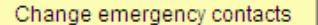


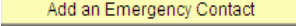
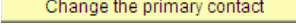
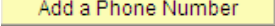

You may add, change, or delete a non-business phone number. Several types of phone numbers exist that you may add; however, only one of each type of phone number is allowed. To add or change a phone number:

1. On the **View Personal Information Page**, click the  button.
2. On the Phone Numbers Page:
 - a. Click the  button to add a new phone type or change an existing phone number. Select a **Phone Type** from the drop-down list. Enter the phone number, including area code (e.g., 310/951-1234), in the **Telephone** field.
 - b. Click the  button to delete an existing phone number.
3. Click the  button.

Note: Your CSUDH phone number will be added to the system at a future date. It will always be your preferred phone type.

To Add/Change/Delete Emergency Contact Information

It is helpful if you provide the University with the name of at least one individual to contact in the event of an emergency. If you provide more than one emergency contact, you must indicate which individual is your primary emergency contact. When entering emergency contact information, you must indicate your contact's name, relationship to you, and phone number. Address details are optional, but preferred.

1. On the **View Personal Information Page**, click the  button.
2. On the **Emergency Contacts Page**:
 - a. Click the  button to change existing contact information.
 - b. Click the  button to delete existing contact information.
 - c. Click the  button to add a new contact.
 - d. Click the  button to designate a new primary contact.
3. Enter your emergency contact's name in the **Contact Name** field.
4. Indicate their relationship to you by choosing the most appropriate value from the **Relationship to Employee** drop-down list (i.e., Spouse, Domestic Partner, Sister, Son, etc.).
5. You may provide the emergency contact's address (if your emergency contact has the same address and phone number as you, simply check the checkbox in the beginning of the **Address and Telephone** section.):
 - a. When entering the address, you must provide, at a minimum, **Address 1, City, State, and Postal (ZIP) Code**.
6. Enter your contact's phone number, including area code, in the **Telephone** field. To provide additional phone numbers where your contact may be reached during your regular working hours:
 - a. Click the  button.
 - b. From the **Phone Type** drop-down list, indicate the type of number you are providing (business, cellular, etc.).
 - c. Enter the number, including area code, in the **Phone Number** field.
7. Click the  button.

To Add/Change/Delete Email Address

1. On the **View Personal Information Page**, click the **Change email addresses** button.
2. On the **Email Addresses Page**:
 1. Click the **Add an Email Address** button to add a new email type.
 2. Click the **Edit** button to change an existing email address.
 3. Click the **Delete** button to delete an existing email address.
3. Indicate the type of email address you are providing by selecting a type from the **Email Type** drop-down list (i.e., Home, Other).
4. Enter the email address in the **Email Address** field. (*Note: your business email will always be your CSUDH email, and it will always be the preferred email.*)
5. Click the **Save** button.



Review Your Current Benefit Elections (Faculty and Staff only)

You may view your benefits currently on record. The display shows the type of benefit, the description of your currently selected plan, and the level of coverage elected.

1. Select **View Benefits Summary** from the **Self-Service** menu.
2. Click on the **Medical** or **Dental** link under the **Type of Benefit** column to view the plan details.
3. Click on the link representing your covered dependent/beneficiary's name to view your **Dependent/Beneficiary's Personal Information Page**.

Note: Please contact the Benefits Department at 310/243-3771 to make corrections to your benefits and dependent/beneficiary information.



View Your Pay Checks

You may view your most recent paycheck and past paychecks back to July 2006. Paycheck information for each pay period will be available approximately on or after the 5th day of the following month.

1. Select **View Paycheck** from the **Self-Service** menu.
2. Use the scroll bar, if needed, to scroll through the **Paycheck Selections**.
3. Click on the **Issue Date** link for the paycheck that you want to view.
4. Click on the **View a Different Paycheck** link to go back to the **Paycheck Selections** list and select a different paycheck.



Health Open Enrollment Period

Open Enrollment occurs every fall in September and October. Information will be available leading up to that time in the Human Resources Office or on our website at www4.csudh.edu/hr.



Training

Please visit the **Training and Development** tab of the Human Resources website for more information on self-service and online trainings.



My CSUDH Personal Information Self-Service for Faculty, Staff, and Student Employees

Quick Reference Guide

You may:

- **Maintain your personal information**
 - Home address
 - Phone numbers
 - Emergency contacts
 - Email addresses
- **Review your current benefit elections, dependents, and beneficiaries**
- **View your paychecks online**
- **Elect your medical plan online during the open enrollment period**